

**Lunenburg Council on Aging Minutes
Annual Meeting
June 12, 2012**

Minutes approved at 8/14/12 COA Meeting

Present: Peter Lincoln, (Chairperson), Mary Lynn Conrad, (Vice-Chairperson), Doreen Noble (Director), Fred Crellin, Sis Montuori, Barbara Brown, Deb Seeley, Jim Hays, Susan Doherty (Admin. Asst.)

Excused: Jane Doyle

Guests: Lloyd Carlson

Welcome: Pete Lincoln welcomed the board and called the meeting to order at 9:34 a.m.

Minutes:

A motion was made and seconded to approve the COA minutes of the meeting of May 8, 2012.
All approved, motion carried.

A motion was made and seconded to approve the By-Law Committee Minutes dated March 8, 2012.
All approved, motion carried.

Lunenburg Relief Day: (Taken out of order) Pete Lincoln reported on the upcoming Lunenburg Relief Day which has been organized by Rick Hill. This event will be held on July 14, 2012 at the Lunenburg Library and is designed to give Lunenburg citizens the opportunity to contribute funds to the Town Department of their choice, which have been cut funding due to budget restraints in the town. Pete Lincoln and his wife Deb will be contributing \$500. each to be designated to go to the Council on Aging. Pete urged the COA board members to encourage the elders that can contribute to do so. His hope is that funding of \$12K will be restored to the COA budget so that the senior center can be opened on Friday's again.

Discussion ensued among the board members concerning Lunenburg Relief Day.

Pete Lincoln & Fred Crellin debated the pros and cons of casino revenue playing a role in money being restored to Massachusetts communities.

Sis Montuori feels that early retirement of town officials contribute to the financial woes of the town.

Jim Hays stated that he believes that hidden agendas are rampant in Town Government and he would like to encourage thrift.

Deb Seeley stated that the Lunenburg Relief Day will be just a "band aide" to this problem and believes that long range planning is necessary.

Director's Report

The Director reported that the kitchen refrigerator is leaking water and that a new refrigerator, along with a steam table & oven, was included in the FY13 Capital Plan.

Doreen Noble has been elected to the MCOA (Massachusetts Council on Aging) Board of Directors.

The Director will be attending a Serve Safe Course on Wednesday and will be sending the Meal Site Manager to attend this course in September.

The Director attended a Management Development Course along with a representative from both the Police & Fire Depts. Ms. Noble had the second highest score in the class.

School Links Services will be moving out of the upstairs office at the Eagle House Senior Center. The empty space will be used as a break room for the staff at the senior center.

The Director will be on vacation beginning next Friday and will return on July 9th.

Finance/Informational Report: A COA financial report for the 541 accounts was distributed for members to review.

New Business: (Taken out of order)

Lunenburg Relief Day: Discussed at beginning of meeting.

Budget Cuts/New Hours at Eagle House: The Director informed the board that due to budget cuts the senior center will now be closed all day on Fridays. Closing on Fridays will reduce the utility bills, and cut 1 day of payroll from the Meal Site Manager. The Outreach Coordinator has also been cut 1 hour a week. Meals on Wheels clients will be offered the option of receiving a frozen meal on Thursday to make up for the Friday meal. She felt that this was the least destructive way to cut the budget without having too much of an impact on the senior citizens. She asked that the COA board give an official vote for the closure.

Discussion began about the senior center closing.

Jim Hays would like to see the senior van continue to run on Fridays. The Director informed him that there is a contract with MART (Montachusett Area Regional Transportation) that requires a dispatcher be on duty while the van is in operation. The Director stated that the Town Manager had asked her to work on Fridays from home doing Personnel Committee tasks. She also stated that she will be attending MCOA meetings on Fridays and that the building will be closed as part of saving money on utilities.

A motion was made and seconded to close the Eagle House Senior Center on Fridays due to budget cuts as per the recommendation of the Director. All approved, motion carried.

Election of Officers Chairman/Vice Chairman FY13: A motion was made and seconded to elect Mary Lynn Conrad as Chairperson and Pete Lincoln as Vice-Chairperson to the Council on Aging for FY13. All approved, motion carried.

A memo will be sent to the Selectmen's office requesting that Jim Hays & Joyce Wass be re-appointed for another 3 year term.

All other COA Board members will be returning for the remainder of their terms.

Sis Montuori will be actively seeking new members for the COA board.

COA BBQ/Volunteer Recognition Ceremony: The Annual COA BBQ/Volunteer Recognition Ceremony will be held on August 22nd at 12 Noon.

Old Business

Recreation Area Behind Eagle House : Due to the property lines between the Jones House and the Senior Center the bocce court will have to be moved. The new owners of the Jones House will be constructing a fence which will not leave much room for the court.

Director's Evaluation: Discussed under committee reports

Sub-committee reports: Finance, Board Development, Advocacy, Bylaw, Director's Evaluation:

Barbara Brown distributed Bylaw change forms which the Bylaw Committee are requesting be used in the future as an official way of keeping track of proposed changes.

Deb Seeley distributed minutes from past Director Evaluation meetings for the board to review. They will be voted on at the August meeting.

Ms. Seeley also gave the completed Director's Evaluation to the Chairperson which will also be distributed to the Director and the Town Manager

Ms. Noble added that along with her position as Director she will also be working directly with the Town Manager on revising job descriptions in the Salary Administration Plan.

Vote to Accept End of Year Reports: The Director's Evaluation Subcommittee Annual report will be distributed in hard copy at the August meeting but Deb gave a verbal report on what the sub-committee has done throughout the year.

FY12. All sub-committee annual reports were distributed to board members for review.

A motion was made and seconded to accept all COA Sub-Committee reports as presented. All approved, motion carried.

Pete Lincoln informed the COA board that all COA Sub-Committees will be restructured at the August meeting.

Correspondence: A request for Eagle House building use for the Lunenburg Friendly Seniors Fall Fair being held on October 13, 2012 from 8-4PM with set up on October 12, 2012 was read. Request was granted.

General Discussion: Pete Lincoln spoke and said that serving as the Chairperson on the Council on Aging has been the second most frustrating thing he has done in his life, but feels it was necessary to do for the town because he loves the senior citizens and people. He thanked the board for letting him serve as Chairperson.

Mary Lynn Conrad informed the board that she will not be able to attend the August meeting.

Motion was made and seconded to adjourn the meeting. All approved, motion carried.

Meeting Adjourned at 11:05 a.m.

Respectfully Submitted,
Susan Doherty, Administrative Assistant
Lunenburg Council on Aging

FY12 COA ACCOUNTS

	Petty Cash	Supplies	Gas	Electric	Water	Sewer	IKON
Beginning Balance	\$100.00	\$260.00	\$4400.00	\$6600.00	\$800.00	\$1300.00	\$0.00
JULY							
Unitil				\$432.94			
Trans Canada				\$209.10			
National Grid			\$44.23				
Water Dept.					\$111.80		
AUGUST							
Unitil				\$592.36			
Trans Canada				\$260.38			
Sewer						\$153.90	
Direct Energy			\$2.84				
National Grid			\$37.35				
SEPTEMBER							
Unitil				\$410.55			
Trans Canada				\$185.91			
Direct Energy			\$2.84				
National Grid			\$41.61				
OCTOBER							
Water Dept.					\$295.40		
ME Office		\$47.37					
National Grid			\$40.95				
Unitil				\$414.88			
Trans Canada				\$171.46			
Direct Energy			\$4.73				
NOVEMBER							
Sewer						\$567.00	
Unitil				\$338.66			
Trans Canada				\$171.28			
National Grid			\$99.89				
DECEMBER							
Stamps	\$88.00						
Trans Canada				\$177.48			
Direct Energy			\$159.07				
National Grid			\$178.05				
JANUARY							
Unitil 2 Bills Dec/ Jan				\$734.60			
Direct Energy 2 Bills Nov/ Jan			\$762.18				
National Grid			\$288.73				
Water Dept.					\$212.20		

	Petty Cash	Supplies	Gas	Electric	Water	Sewer	IKON
FEBRUARY							
Sewer						\$267.30	
Direct Energy			\$529.98				
National Grid			\$311.94				
Trans Canada 2 Bills Jan/Feb				\$392.55			
Unitil				\$345.36			
MARCH							
Trans Canada				\$174.55			
Unitil				\$327.53			
Direct Energy			\$520.23				
National Grid			\$309.65				
Minute Man Press		\$40.00					
APRIL							
Trans Canada				\$168.96			
Unitil				\$336.61			
Direct Energy			\$246.38				
National Grid			\$157.20				
NE. Office		\$70.68					
Water. Dept					\$72.20		
MAY							
Sewer						\$81.80	
Direct Energy			\$182.57				
National Grid			\$124.39				
Unitil				\$335.29			
TransCanada				\$172.36			
JUNE							
TOTAL	\$12.00	\$101.95	\$355.19	\$247.19	\$108.40	\$230.00	
\$600.00 transferred out of Gas line & put into Electric line 5/30/12							

Council on Aging

Board Development Subcommittee

End of Year Report

We met on December 13, 2011 and April 26, 2012. During both meetings we discussed ways of getting new members for the council. One idea was to use the town directory to identify possible recruits.

We also decided to ask the other members if they knew any residents that might join us.

We presented a slate of officers for 2012-2013 at the May meeting.

Respectfully Submitted
Joyce Wass

**Council on Aging Advocacy Subcommittee
End of Year Report
2012**

The Advocacy Subcommittee met in December and March of the 2011-2012 year. We met our goals, to keep our Seniors informed on RMV Reminder Service, MHOD (Mature Home Owner Discount) and other programs and benefits that are available to them.

Respectfully Submitted,
Elisabeth Montuori

Lunenburg Council on Aging
Bylaw Committee Annual Report
5/8/2012

Members: Barbara Brown, Jim Hays and Fred Crellin

The By-Law Committee met on March 8th to review the COA By-Laws. We recommended the following changes to the COA Board:

Proposed Changes to Bylaws

ARTICLE IV -- MEMBERSHIP

Section 1: Number of Members – The COA shall consist of a minimum of seven (7), but not more than eleven (11), voting members who shall be appointed by the Board of Selectmen from the registered voters of the Town of Lunenburg. (See attached job description) *(The bylaws currently require 11 members)*

ARTICLE V -- MEETINGS

Section 1: Regular Meetings -- Regular meetings shall be held on a monthly basis, with the schedule to be determined by the COA each September.
(The bylaws currently specify that meetings shall be held on the second Tuesday of each month and that If a regular meeting is postponed for any reason, that meeting will be held on the following Tuesday.)

ARTICLE VIII -- COMMITTEES

Section 2: Standing Committees

(c) DIRECTOR'S EVALUATION -- Responsibility to include: Conducting a yearly evaluation of the performance of the Director. A summary of the results of such an evaluation will be given to the Director and COA members, and forwarded to the Town Manager.

(The bylaws currently require that such an evaluation be done "according to the procedure established by the Lunenburg personnel Board and/or the Board of Selectmen...The annual evaluation of the Director shall be conducted in a closed session of the entire board of the COA")

Section 3: Other Committees -- The COA may vote to establish other standing, ad-hoc or special committees to address issues of importance as they may arise.

(Please note – this is not a change but the correction of an omission from 2007)

Town of Lunenburg
Council on Aging Director's Evaluation Sub-Committee

Annual Report 2012

In January 2012, The Council on Aging (COA) appointed a Director's Evaluation Sub-Committee for the purpose of developing the COA Director's Job Description and Job Evaluation Tool to be used by the COA in conducting the annual performance evaluation of the COA Director. Appointed to the sub-committee were COA committee members Deb Seeley, Fred Crellin, Jane Doyle and Jim Hays.

The Committee held several meetings in early 2012 to discuss the process for completing the COA Director's job evaluation and to define who is responsible for the development of the COA Director's Job Description and Evaluation Tool. To help clarify the process, Town Manager, Kerry Speidel, was invited to explain the role of the COA, Personnel Board and Town Manager in this process. Based on information from Ms. Speidel and her request for a collaborative process with the COA, the sub-committee agreed that they should continue their process of developing the tools necessary for the performance evaluation and present them to the COA for approval.

After several drafts and changes, a final Job Description and Job Evaluation Tool were approved and brought to the COA for approval. These documents were approved by the COA and distributed to each member for their input and completion of the documents. Completed evaluations were submitted to the sub-committee for compilation of results and summary of comments to be presented to the COA at their June meeting and will be forwarded to the Town Manager.

I would like to thank Jane, Fred and Jim for their invaluable input and dedicated efforts which resulted in the preparation of quality documents and a performance evaluation process that will be a model going forward.

Respectfully submitted,



Deborah J. Seeley
Chair, Director's Evaluation Sub-Committee